

Intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

Bureau meeting

Saturday, 23 September 2023

10:00-13:00 – 14:00-15:00 EST

Hybrid meeting

Residence of the Permanent Representative of Peru to the United Nations

New York

MINUTES OF THE MEETING

Agenda item 1: Opening of the meeting and adoption of the agenda.

1. The Chair of the INC, H.E. Mr. Gustavo Meza-Cuadra, opened the meeting and welcomed the members of the INC Bureau and opened the meeting.
2. The meeting was attended by the following members:
 - INC Chair: Ambassador Gustavo Meza-Cuadra Velasquez (Perú) (in-person);
 - African States: Ms. Juliet Kabera (Rwanda) (in-person); Mr. Cheikh Ndiaye Sylla (Senegal) (in-person);
 - Asia-Pacific States: Mr. Hiroshi Ono (Japan) (in-person); Mr. Mohammad Al-Khashashneh (Jordan) (online);
 - Eastern European States: Mr. Kaupo Heinma (Estonia) (online); Ms. Irma Gurguliani (Georgia) (online);
 - Latin American and Caribbean States: Ambassador Luis Vayas Valdivieso (Ecuador) (in-person);
 - Small-Island Developing States: Ms. Asha Challenger (Antigua and Barbuda) (in-person);
 - Western European and Other States: Ms. Johanna Lissinger-Peitz (Sweden) (in-person); Ms. Larke Williams (United States of America) (in-person).
3. The secretariat was represented by Mrs. Jyoti Mathur-Filipp, Executive Secretary, Ms. Marianna Bolshakova, Programme Officer, and Ms. Laura Anes, Programme Management Officer.
4. The Chair of the INC, Ambassador Gustavo Meza-Cuadra Velasquez, informed the Bureau that the advanced English version of all official working documents for INC-3 are online, i.e., the provisional agenda, the provisional annotated agenda, the scenario note, the draft rules of procedure and the zero draft of the instrument. The Chair of the INC further informed the meeting that the secretariat has successfully held four of the eight planned technical webinars to date, including two webinars for observers to present information from their written submissions. The webinars were well attended with an average participation of over 350 attendees. All recordings are available online.
5. One Bureau member requested to include preparations for upcoming INC sessions (INC-4 and 5) under AOB. Another Bureau member requested to have an in-depth discussion on organization of contact groups and side-events to the agenda.
6. With those additions, the [agenda](#) was adopted.

Agenda item 2: Preparations for the preparatory meeting mandated by the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment at its second session.

7. Under this agenda item the Bureau was invited to consider the preparations for the preparatory meeting mandated by the committee at its second session, including organization of work, and proposed outcome(s) of the meeting.
8. The Chair of the INC informed that he would open the meeting on 11 November, after which he would hand over the proceedings to two appointed co-facilitators. To connect the discussions at the preparatory meeting with the third session of the INC, the two presiding co-facilitators would be invited to prepare a summary of the discussions, which would then be presented to the Committee at INC-3 as a non-paper.
9. The Executive Secretary informed the Bureau that the [provisional agenda for the preparatory meeting](#) is available on the INC webpage and the annotated agenda is currently being translated and will be made available soon. She added that the Secretariat has now started to work on the synthesis report, based on the submissions received on elements not discussed at INC-2. The Secretariat will seek to make the synthesis report available at least two weeks ahead of the preparatory meeting.
10. The Executive Secretary informed that the synthesis report will be issued as an INF document for INC-3 with courtesy translations in the 6 UN languages. Due to the time constraints the translated versions are expected to be available shortly before the meeting. The preparatory meeting will have interpretation in all UN official languages.
11. The Bureau agreed with the suggested approach on the format and organization of the preparatory meeting and requested additional details regarding the organization of work for the day, including how the synthesis report would be discussed. Members of the Bureau reiterated that all different elements of the future instrument should have adequate time for discussion.
12. The Bureau supported the Chair's proposal to prepare a reflection note for the preparatory meeting with additional details on the conduct of business during the meeting. The Chair welcomed inputs from the regions on the approach for the day.

Agenda item 3: Preparations for the third session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-3).

13. Upon invitation of the Chair, the Executive Secretary provided an update on the preparations for the third session of the INC, including on the registration numbers and application for travel support, on the regional consultations being held throughout October and on the budget for INC-3. She recalled that the estimated cost for INC-3 was 2.7 million US dollars. Thanks to the recent additional contributions from the Governments of Norway and the United States of America, no budgetary gap remains.
14. Regarding the side-events, the Executive Secretary informed the Bureau that for INC-3 the Secretariat will retain the 12 themes announced for INC-2, prioritizing applicants that had registered to co-organize side events at INC-2 but could not co-organize and present. A notification on side-events will be circulated in the week of 25 September.

15. Members of the Bureau considered the side-events and asked for further information on the number of organizations that were placed for a side-event at INC-2, and that will be prioritized for INC-3. The Executive Secretary provided feedback by saying about 6-10 organizations which include Member States expressed interest in organizing side events before INC-2 but did not have the opportunity to present. Those organizations will be prioritized. Further, the Executive Secretary informed the bureau of other events that will happen outside UNON compound before and during INC-3 and encouraged members to participate in such events.
16. The Bureau was invited to consider the possibility of offering viewer mode access for contact groups. Based on the feedback received from the regions, it was agreed that viewer mode for contact groups will not be provided at INC-3.
17. The Chair introduced the proposed organization of work for the contact groups at INC-3, as put forward in document [UNEP/PP/INC.3/2 Advance](#), including possible structure and sequencing.
18. The Bureau provided the following comments regarding the organization of contact groups at INC-3:
 - Discussed possible approaches for the conduct of the work within the contact groups and the organization of the mandate(s) of the co-facilitators.
 - Expressed support for appropriately sequencing the contact groups in a way that will maximise the discussions.
 - Recognized the interlinkages between the contact groups and stressed the importance of maintaining an open and regular communication with the co-facilitators of the contact groups.
 - Suggested creating a portal where delegations could submit their statements ahead of the start of INC3.
 - Highlighted that it will be crucial for the Committee at its third session to provide a clear and formal mandate for intersessional work, as well as a mandate to prepare a first draft text of the instrument for consideration at the fourth session of the committee.
 - Welcome the Chair's announcement that in addition to the reflection note on the scenario note, he would prepare a note for the co-facilitators of the contact groups with additional details on the conduct of business during the session.
19. The Chair of the INC took note of the recommendations and informed that these will be taken into consideration in his note to the contact groups co-facilitators, detailing the expected organization of work and outcomes.

Agenda item 4: dates of the fourth session of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-4)

20. The Bureau considered the dates of INC-4, to be held in Canada in April 2024, as decided by the Committee at its second session, as per the Secretariat note entitled [Information to the Bureau of the INC for consultations with their regions on the proposed dates for INC-4](#).
21. One Bureau member informed that one Member State from his region had suggested that INC-4 be held a week prior to the proposed dates. The other members of the region did not oppose to the proposed dates. The Secretariat noted that due to the availability of the venue only for the duration proposed, change of dates would not be possible.

22. The Bureau requested the Bureau meeting that precedes each session of the INC should not be held on the same day as the regional consultations and requested the secretariat to facilitate such an arrangement with the host country. If not possible, one Bureau member suggested to have the Bureau meeting early before the regional meetings. The Secretariat will explore possibilities with the host country.
23. Registration for INC-4 will open prior to INC-3 to facilitate the processing and approval of registrations needed and to support the visa application process.

Agenda item 5: Any other matters

24. No other matters were raised.

Agenda item 6: Closing of the meeting

25. The meeting closed at 13:00.

Annex: Action points.

Action Points

Meeting of the Bureau of the intergovernmental negotiating committee to develop an international legally binding instrument on plastic pollution, including in the marine environment.

23 September 2023

Issue	Action Point	Responsibility
Preparatory meeting	Share an outline of the reflection document that the Chair will prepare which would include the main point of the organization of work and expected outcomes of the preparatory meeting	Chair
Preparations for INC-3	Share the registration numbers, including how many delegations have 1 or 2 delegates, after the deadline of 6 October.	INC Secretariat
	Provide the consolidated number of organizations now selected for a side-event at INC-2	INC Secretariat
	Provide a timeline of potential decisions needed up to the first meeting of the governing body for the purposes of the organization of the intersessional work	INC Secretariat
	Recall to their respective regions of the 6 th October deadline for registration for INC-3 and the importance of registering in advance in order to allow the secretariat to prepare for the session accordingly	Bureau members
Dates of INC-4	Follow-up with Canada if there is a meeting room available for the Bureau meeting on 20 September. Follow-up on rooms for bilateral meetings and delegations.	INC Secretariat

Next meeting: 26 October 2023, online, 15.00-18.00 (GMT+3),